

## **General Waiver Conditions:**

1. Personal services agreements that directly impact the state's personnel system must be forwarded to the Personal Services Contracts Review Program (DPA) for review and approval. If your agency is not sure of the impact on the state's workforce, please complete the Certification for Personal Services Agreements form; attach a scope of work, and forward to this program for review.

Agreements that fall under \$5000.00 in aggregate and do not require an encumbrance document as outlined in State Fiscal rule, are exempt from personal services review. If agreements exceed \$5000.00 in aggregate and fall outside the conditions set forth in this waiver, forward to this program for review and approval.

2. **For Printing/Artwork/Graphic Design/Copying/Microfilm/Imaging & Mail Services:** This waiver is limited to the bases that state staff is unable to perform the service needed. If services are contracted with a company in the four county Denver Metro area, the agency must contact the Division of Central Services within DPA to determine if the service can be provided in-house. If Central Services cannot provide the service(s), a waiver letter will need to be obtained and placed in your agency file(s).
3. **Telecommunications Services:** These services are not available within the state system and are acquired from outside vendors; however, these services should have the approval from the Telecommunications Division within DPA.
4. **Training and Facilitation Services:** The Professional Development Center within DPA should be requested to perform training and facilitation related services for state employees. Please contact Susana Villesquez at (303) 866-4253 for available services. If the Professional Development Center is unable to provide the requested services, a waiver letter will need to be obtained and placed in your agency files.
5. **Temporary Services:** Waiver of successive approval is granted for any type of leave. The use of temporary services cannot be used in place of filling permanent positions. Job vacancies should be filled as soon as possible (within six months of termination). The use of temporary services for "special projects" and work overflow is permissible, but requires DPA review and approval. **Any request for temporary services other than leave, must be forwarded to DPA for review and approval.**
6. **Contract Amendments and/or Modifications:** This waiver applies to all contract amendments, except for "no cost" contracts and amendments where there are modifications to the original contract, i.e. scope of work. Amendments that meet this criterion shall be sent to DPA for review and approval.
7. Please refer to the "**Prior Approval Requirements Checklist**" for an additional list of services that require prior approval.
8. Also see **Important Agency Instructions**.